

Handsworth Pre School - Minutes. 9th October 2019

1. Welcome and Introduction (Chair)
2. Apologies.
3. Minutes of the last AGM read out.
4. Matters arising from previous AGM Minutes. (Including Alpesh's resignation)

5. Chairs report read out.

6. Treasurer's report. Presentation of accounts, and additional thanks to Ruth for securing additional grants.

7. Pre school leaders report.

Glad to report stable retention of children over the last academic year. Special events coffee mornings / Easter festivities etc. supported by the committee. Holi sponsored rainbow coloured day also raised funds. Need to continue these efforts to ensure extra activities for these activities (alternatively would have to charge or withdraw activities.) £1500 in new resources and updated old. Money spent sourced mainly from local authority grant. Continue to offer stay and play, most parents who wanted to be able to do so. Two parent consultations, well attended. Covering Ofsted report in March 2019, encouraging children to be more independent, and challenging / extended learning.

High turnover of staff last year – new members recruited and successfully settled.

8. Administrators report.

Available on request. NB - Waiting list down to 29 which is low for us – need to make sure we continue to promote the setting.

9. Items for discussion.

Suggestion to advertise a parents WhatsApp group – Buzz to create flyers to advertise this.

Ruth will email Pre-school info as well as adding hard copies to book bags.

10. Any questions – Sara asked about interest for new committee members which led us on

11. Resignation of current committee.

- Lucy resigned.
- Ruth resigned.
- Sara resigned.
- Alpesh resigned

12. Nominations for new committee.

Svetlana nominated Jonny as Chair and Buzz seconded it.

Sarah nominated Buzz as vice chair and Ruth seconded it

Sara nominated Ruth as Co-opted Committee member and Lucy seconded it.

Sara nominated Lucy as Treasurer and Buzz seconded it.

13. Election of new committee.

All agreed as above.

14. Date and time agreed for the first meeting of the new committee.

Confirmed as 13th November – 8pm in the school hall.

15. Thanks from to all those attending.

Chairs Report to be presented (in absentia) at the AGM 9th October 2019

Alpesh Maisuria

The Preschool has had a successful year despite some challenging circumstances. The key notable success was the Ofsted visit, which rated the School as *Good*. This was an excellent result in the light of changes to the staff in key roles.

Staffing and Leadership

In early 2019, Lisa submitted her resignation as Preschool Leader to accept an offer of employment elsewhere. The Deputy, Janet Cushing, took the role as Preschool Leader and guided the school through the Ofsted visit. Janet, using her many years' experience in education, with the strong administrative support from Ruth, and of course the brilliant and committed Preschool staff, resulted in the Ofsted report highlighting several positives that create the foundations for a very positive future (the report is available online). During this period, we also had to replace other members of staff who had left, and these appointments were made with minimal disruption ensuring that the staff-children ratio was maintained.

Finances and Demand

The School's active committee of trustees have been extremely successful with fund-raising activities. It is important that the Pre-schools finances are well-managed, and Treasurer, Lucy, has been effective in guiding us, especially in the light of new legislation and pay increases. We have a strong financial balance, and we are operating a waiting list for places. A very healthy place to be in.

Finally, I will be standing down from my position as Chair due to relocation. I am pleased to have been part of a thriving community Pre-school, with the ethos on allowing children to play and be creative. Now in post permanently, I know that Janet is committed to these principles, as are the staff who work there. I wish the school all the success it deserves.

Handsworth Pre-School AGM: Leader's Report October 2019 2018-19 Cohort

The Pre-School was full, with 28 children on the register at any one point, over the academic year 2018-19. We supported approximately 31 children over the year. Of these, six required specialized additional support of some sort.

Events and Curriculum

With the support of the Committee we continued to offer a number of 'special events' during the year to enhance the curriculum we offer to children. These included the Committee-organised coffee mornings and raffles; the Nativity Play; the Christmas Party; Easter eggs and food for Easter treats; the fete; the summer outing to the lake; the animal encounter activity; and our graduation celebration. In addition, staff organized the 'Holi' sponsored rainbow colours day, which helped raise money for some of our additional activities.

Without the support of the Committee, and the funds raised, it would be very unlikely that we could offer a range of additional activities – or if we did, we would be charging parents for their child to take part.

During the Summer Term, we began to update the way we planned our curriculum (preparation for OFSTED's new Inspection Framework this academic year) and introduced more 'themed' activity days. Feedback from the parent questionnaire suggested that these are enjoyable for the children and parents. Analysis of our tracking documentation for last year suggested that all of the children had made good progress across the curriculum whilst with us.

At the end of the term we invested approximately £1500 in new resources. Again, linked to the work we started on the curriculum, we have revamped some of our older resources and altered the way we support play in some areas. For example, we now regularly have an 'investigation' table on the go; and our small world/imaginative play area is a bit more interesting. The money spent was mainly sourced from LBWF grant, which also provided for the extended shelter outside.

Parental Involvement

We continue to offer parents 'Stay and Play', usually on the last week of each half term. Attendance varies, but generally last year we supported most parents who wanted it to have an opportunity to 'stay and play' with their child. We offered two formal 'parent consultations' – one in November to check settling in; and one in June to look at support for transition/return as an older child. Most parents attend these meetings if they can. Our parent community remains an ongoing source of support for the Pre-School and we value their commitment and contribution.

The Parent Committee worked hard this year to fundraise for the Pre-School, and I am very grateful for their contribution. In addition, I would like to note in particular the contribution of Committee members in named roles, as they do give 'just that little bit' extra in supporting the governance of the Pre-School. Thank you.

OFSTED

We were inspected on 21st March 2019 and were judged “Good”. The main recommendations from the report were around encouraging children to be independent in managing small tasks, including toileting; and in challenging and extending children’s learning. We began to work on those two issues when the new staff team was in place, emphasizing children’s independence and choice, and looking at how our resources and teaching can extend children’s learning.

Staffing

We have faced high turnover of staff in the last year. Three members of staff – Terry Warren, Lisa Smith and Katie Osborne – moved on. New members of staff were recruited to take their place: Louise Paul, Gemma Hodgkin and Zoey Rolfe-Bransfield. Amanda Goodwin worked until Christmas as Learning Support; Zoe Bulli provided Learning Support for the academic year. Mundele Dombombi-Pedro joined us in May as Learning Support. Myself, Vicky Calle and Ruth Mattison, Business Manager, completed the ‘full-time’ staff. Kitty West continued to provide cover and supported the Pre-School significantly during the staff changes. I am grateful to all the staff for their ongoing commitment and support.

Handsworth Pre-School AGM: Business Manager's Report

1. Two-Year-old Funded Children

- This is the seventh year that we have funded two-year-olds. 8 funded two-year olds continue to remain the maximum number we will allocate sessions at any one time.
- At the start of the academic year, we had 5 funded two-year-olds which dropped to 3 in the summer term 2019.

3 Three-Year-Old Headcount Figures

- At the start of September 2019, 9 funded three-year-olds returned to the setting, this was an increase of 3 children from the previous year. The academic year started of with 18 funded 3- & 4-year olds, this number increased in the Spring term to 22 and by the end of the summer term we had 25 funded three and four-year-olds in the setting
- We had 26 families on our books during the last academic year. (we had two sets of twins in the setting).

4 FEEE

- We continue to receive the Free Early Education Entitlement form the Local Authority for the 2,3, and 4-year-old children who are eligible for the funding.
- Autumn term 2018 saw an increase in our funding from the Local Authority as we only had 23 funded children in the setting and the remaining 8 children were fee paying

5 Waiting List

There are currently 29 names are on the waiting list. The waiting list has reduced in size, as many children have gone to other settings. We need to ensure we continue to advertise the Pre-school.

6 Website

The website continues to be a good way of communicating with prospective parents as well as with current parents. It is felt that is a good website providing families with the necessary information to help them make an informed decision about our pre-school.

7 Spring Fete

This year's fete that was held on 18 May and was another great success. The Committee managed to raise £451.91 after expenses/ So, thank you to Alpesh, Sara, Buzz and all the other Committee members who helped to organising a successful event.

8 Donation

We received £4,200 from the United Reformed Church in March 2019 for the artificial grass that we had laid a few years before we left the setting to relocate to Cavendish Road.

9 Grant

We were awarded £5003 from another setting that closed down and had to distribute its remaining funds. All PVI settings were invited to put in a bid for the money. The money has been spent on having a canopy installed outside the back door in the secret garden and the remaining money Janet put towards purchasing new resources for the children.